Our Daily 4: Design Decisions

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VERSION 18

Every promise from every meeting, in both directions. Four quadrants, checked against your priorities.

One live page to automatically track the verbal commitments and tasks you've delegated throughout your day. Updated every 30 minutes from the context of your meeting transcripts and notes.

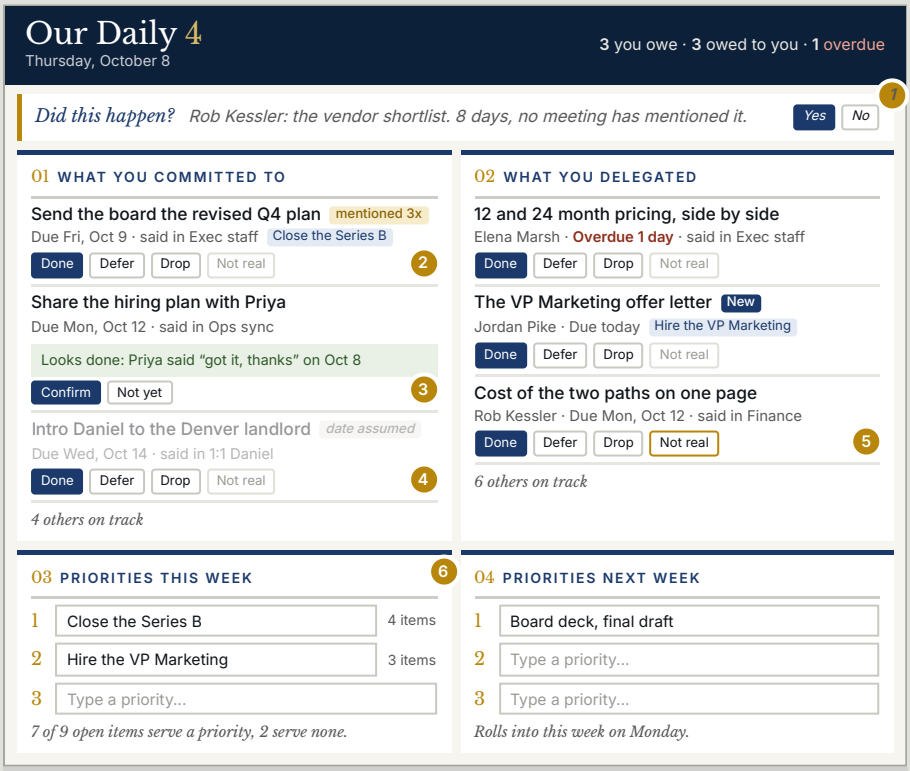
How it works

RUNS ON ITS OWN, EVERY 30 MINUTES



The page, in practice

REAL LAYOUT
INVENTED DEMO ITEMS



1. **Did this happen?**
   Open a week with no mention? One yes or no. On Fridays, 14 silent days force a call: keep, renegotiate or drop.
2. **Mentioned 3x, one line**
   The same promise made in three meetings stays a single item, and says how often it came up.
3. **Looks done**
   A later meeting says it was delivered. The model only flags it. One tap closes it.
4. **Dimmed, and why**
   Serves none of this week's priorities. No date was said, so it got seven days and says so.
5. **Not real**
   The model misread the meeting. Tap it and the next read is told not to repeat the mistake.
6. **Priorities with teeth**
   Three a week, typed once. Every item is checked against them, and the page shows how the week really splits.

Design decisions

COMBINES COMMITMENT EXTRACTOR AND DELEGATION LEDGER

1 The Sheet is never the screen

Items live in a Google Sheet. The executive never opens it.

2 Five per quadrant, at most

Clear one and the next rises. The rest sit under "6 others on track."

3 A person makes every call

The model only flags. Nothing is closed or dropped without a tap.

4 Inside the company's Google

Drive, Sheets, Apps Script, Gemini. No new app or login.

Design Inspiration. Built on a four-quadrant calendar framework a mentor learned from JPMorgan Chase CEO Jamie Dimon: commitments, delegated items, this week's priorities and next week's priorities.

Four minutes, every morning.

Close it, defer it, or let it ride.

Demo names and companies are invented.